How To Navigate in Payline

Enter Payline
http://payline.doa.virginia.gov

Security
ID Number (SSN) and Password

Broadcast Screen
Displays pertinent messages

Main Menu

Pay History	Profile Data	Leave History

Payment History
Current or past period earnings information

Personal Messages
Messages to the employee

Leave History
Current or past leave period information

Payment Information
Earnings and employee-paid deductions for the period and year-to-date

Update Personal Info
Name, E-mail address, Password, Password personalized reminder "hints"

Leave Balances
Leave balances as of the period selected

Agency Paid Contributions
Benefits paid by agency

Direct Deposit / Additional Profile Information
Banking Information, Tax Status, Health and Retirement selections

Leave Detail
Detailed leave transactions associated with the period selected

Presentation of Taxable Wages
Calculated taxable wages for current period and year-to-date

Leave History Detail Inquiry
Request detail of leave transaction(s) by leave type and/or period of time

Department of Accounts

Payline

http://payline.doa.virginia.gov

Department of Accounts
Commonwealth of Virginia
101 N. 14th Street, 2nd Floor
Richmond, VA 23219
Payroll@doa.virginia.gov

What is Payline?

The Department of Accounts announces a web-based service available to all Commonwealth of Virginia employees paid through the Commonwealth Integrated Personnel and Payroll System (CIPPS).

Payline provides you with the means to view and print personal earnings, benefits, and leave information (for CIPPS Leave Users) for each payday.

http://payline.doa.virginia.gov

PAYLINE ACCESS

When you first access Payline, you will request a **Temporary Password** by entering your Social Security Number and clicking the *Forgot Password/New Account* button.

Your **Temporary Password** will print on either your <u>next or the following</u> payroll check stub or earnings notice, depending upon when you request your Password relative to the next payday.

After receiving the temporary Password, you can access Payline. Next, you will change your temporary Password to a **Permanent Password** you select and enter.

Your Password is your security access to Payline; keep it strictly confidential.

PAYLINE FEATURES

Current & Year-to-Date **Earnings**— regular pay, overtime, special pays, and shift pay.

Deductions withheld from your pay such as parking, healthcare, flex benefits, and others.

Federal & State Tax elections and associated **Tax Withholdings** based upon your W-4 and VA-4 information.

Direct Deposit/**Banking** information and deposit amounts.

Current and Year-to-Date **Taxable Wages** subject to FIT, FICA, and SIT.

Employer-Paid Benefit Contributions with associated employee retirement and healthcare elections.

Employees whose **Leave Records** are maintained in CIPPS can view their accrual rate, usage information, leave balances, leave history, and leave carryover limits.

Current payday information will be available at least 4 days prior to payday. **Historical information** is retained for 24 months.

SECURITY FEATURES

Payline provides **state-of-the-art** security features to maintain strict confidentiality of your personal payroll information.

Application Security requires a user id and password for system access. And, there are two levels of security to protect the data—

SSL—Secure Socket Layer—uses a 128-bit encryption routine to protect data as it moves back and forth across the Internet. This technology is used widely by financial institutions to provide a high level of protection.

ECC—Elliptic Curve Cryptography—a server-based technology to protect sensitive data and to prevent unauthorized server access.

ACCESS REQUIREMENTS

Browser
Internet Explorer or Netscape, Ver. 4.0 or higher. Enabled for Java Script and Secure Socket Layer (SSL) Security (128 bit version).

Connection
When connecting to the site from behind a firewall or proxy server, it must allow SSL (port 443) communication.

Screen Resolution
800 x 600 or greater, with a minimum of 256 colors.

Modem Speed
Connection speed of 56K modem (or higher) is recommended.